

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

May 17, 2007

SUBJECT: DEACTIVATION OF THE WORTHLESS DOCUMENT INVESTIGATION, FORM 03.06.00, AND THE MULTIPLE REPORT-WORTHLESS DOCUMENT, FORM 03.06.02; ACTIVATION OF THE FORGERY/IDENTITY THEFT SUPPLEMENTAL (FIS), FORM 03.07.00, AND PROCEDURE FOR COMPLETING FORGERY AND IDENTITY THEFT REPORTS - REVISED

PURPOSE: In order to implement one reporting procedure for both forgery and identity theft crimes, Commercial Crimes Division (CCD) has eliminated the Worthless Document Investigation Forms, Forms 03.06.00 and 03.06.02, and created the Forgery/Identity Theft Supplemental (FIS), Form 03.07.00. The FIS shall be used in conjunction with the Investigative Report (IR), Form 03.01.00, to report forgery and identity theft crimes. The FIS is designed to capture pertinent information needed to accurately track and classify these types of financial crimes and to streamline the overall investigative process.

This Order deactivates the Worthless Document Investigation Forms, activates the FIS, and revises the procedure for completing forgery and identity theft investigation reports. This Order also renames the Field Officer Notebook Divider, *Worthless Document Investigation*, Form 18.36.01, to *Forgery/Identity Theft Investigation* and revises it to reflect the changes pursuant to this Order.

PROCEDURE:

I. WORTHLESS DOCUMENT INVESTIGATION, FORM 03.06.00, AND MULTIPLE REPORT-WORTHLESS DOCUMENT, FORM 03.06.02 - DEACTIVATED. The Worthless Document Investigation, Form 03.06.00, and the Multiple Report-Worthless Document, Form 03.06.02, are deactivated. The discontinued forms shall be marked "obsolete" and placed into the divisional recycling bin.

II. FORGERY/IDENTITY THEFT SUPPLEMENTAL, FORM 03.07.00 - ACTIVATED. The Forgery/Identity Theft Supplemental (FIS), Form 03.07.00, is activated.

Use of Form. The FIS shall be used in conjunction with the IR, to complete reports on all financial crimes involving forgery and identity theft.

Completion. The top portion of the FIS shall be completed with the victim's information, the booking number if applicable, and the Division of Records (DR) Number. The sections of the FIS shall be completed according to the below guideline:

A. Method Used.

- * If taking a forgery report, check up to four items under FORGERY; if taking an identity theft report, check up to four items under IDENTITY THEFT; and,
- * Document any additional method(s) used, fruits of the crime and/or crime(s) in the narrative.

B. Documentation Provided.

- * Check the types of supporting documentation provided by the victim; or,
- * If none are checked, explain in the IR narrative.

C. Relationship of Suspect(s) to Victim.

- * Check the most appropriate box that indicates the relationship of the suspect(s) to the victim;
- * If there are multiple suspects with different relationships to victim, check the relationship of each suspect; and,
- * Check "Stranger/Unknown" if victim is unable to determine or does not know the suspect.

D. Prior Reports to Law Enforcement. If the victim has reported the incident to another law enforcement agency, write in the name of the agency, date reported, and report number.

III. PROCEDURE FOR COMPLETING A FORGERY OR IDENTITY THEFT CRIME REPORT - REVISED. The IR and FIS shall be used to report forgery and identity theft crimes. The policy for completing a forgery or identity report and the procedures for investigating these crimes shall remain the same.

Note: A separate IR and FIS are required for arrests for the crime(s) of forgery or identity theft.

Employees shall not use the Combined Crime and Arrest section on the Arrest Report, Form 05.02.00 for arrests for forgery or identity theft.

A. FORGERY INVESTIGATION REPORTS. A forgery report shall only be completed for an individual, financial institution, or a business to whom the forged/fraudulent document was presented, and it must have been presented in the City of Los Angeles. If the forgery crime occurred outside the City of Los Angeles, refer the victim to the appropriate agency.

1. Completion. The procedure for completing a forgery report is revised as follows:

- * Title the IR, "**Forgery**," and complete all sections of the face sheet;
- * Complete the FIS and attach it as a page to the IR;
- * Document the details of the initial investigation under the appropriate headings, in the narrative of the report;
- * Under the INVESTIGATION heading, describe the circumstances relating to how the victim or person reporting (PR) became aware of the crime;
- * Describe additional details related to any of the boxes checked on the FIS;
- * Under the EVIDENCE heading, list each forged/fraudulent document and its identifying information such as account and check series numbers;
- * Obtain all original forged/fraudulent documents provided by the victim/PR;
- * Obtain a DR number for the report and print it in ink on the face of each document on the upper right corner without interfering with markings already present. If this is not practicable, place the document(s) in a manila envelope, and print the DR number on the upper right corner of the envelope; and,
- * Attach the document(s), UNFOLDED AND PAPER-CLIPPED, to the back of the completed report.

Exception. Forged/fraudulent items such as identifications, credit cards, and checkbooks, shall be booked as evidence.

2. Report Numbers. Each victim of a forgery requires a separate report and a separate DR number. Only **one report and one DR number** are required for multiple documents that are connected by the same account (or identifying number) to the same victim.

a. Example of One Report and One DR Number:

Unknown suspect(s) pass a series of eight checks against account number 112233, established at Bank of America. Instead of a separate report and DR number for each check, all eight checks shall be listed on one report under one DR number, in which Bank of America is the victim.

b. Example of Multiple Reports and DR Numbers:

Ralphs Grocery loss prevention unit wishes to report eight forged checks passed in a week, in which each check has a different account number, are from various banks and have different payer information and signatures. Even though there is only one victim, there are no other apparent connections between the checks; therefore, a separate report and DR number are required for each check.

B. IDENTITY THEFT INVESTIGATION REPORTS. An identity theft report shall only be completed for an individual who resides in, or a business that is physically located in the City of Los Angeles.

1. Completion. The procedure for completing an identity theft report is revised as follows:

- * Title the IR, "**Identity Theft**," and complete all sections of the face sheet;
- * Complete the FIS and attach it as a page to the IR;
- * In the narrative of the report, document the details of the initial investigation under the appropriate headings;

- * Under the INVESTIGATION heading, describe the circumstances relating to how the victim or PR became aware of the crime;
- * Describe additional details related to any of the boxes checked on the FIS;
- * Under the EVIDENCE heading, list the supporting documentation the victim/PR presented, (e.g. credit report);
- * Obtain a legible copy of the supporting documentation from the victim/PR, with the items in question highlighted;
- * Obtain a DR number for the report and print it in ink on the upper right corner of the documentation; and,
- * Attach the documentation to the back of the completed report.

2. **Report Numbers.** Each victim of an identity theft requires a separate report and a separate DR number.

Example. Unknown suspects receive credit by using John and Jane Doe's social security numbers, driver's license numbers and personal identifying information (i.e. name, date of birth, address, etc.) on a joint credit application. Although related, the victims shall have a separate report and DR number.

Note: Automated Teller Machine theft by use of Personal Identification Number (PIN) shall be reported as an Identity Theft and labeled as such on the IR.

C. **Employee's Responsibilities.** Department employees completing a forgery or identity theft report shall comply with the revised procedures using the IR and FIS forms.

Once the interview with the victim/PR for the initial investigation is complete, the employee shall provide the victim with a Victim's Supplemental Financial Loss Report, Form 03.05.00, as well as a copy of the IR face sheet.

D. Supervisor Responsibilities. Supervisors approving a forgery or identity theft report shall ensure that a FIS is completed in conjunction with an IR, and that the proper procedure is used to procure evidentiary documents.

Note: When circumstances exist that would make it impractical for the victim to report a forgery or identity theft to the concerned agency, a supervisor may approve the completion of a courtesy report (Department Manual Section 1/520.30).

E. Investigating Officer Responsibilities. The investigating officer shall review each forgery or identity theft report for completeness and if needed, use a Follow-Up Investigation, Form 03.14.00, to clarify or obtain additional information from the victim.

F. Records Unit Responsibilities. Upon receiving an IR for forgery or identity theft, records unit personnel shall:

- * Input the crime and MO codes checked on the FIS into the Consolidated Crime Analysis Database (CCAD);
- * Obtain a DR number from CCAD; and,
- * Ensure that the DR number is printed on all attached documentation in the prescribed manner.

Note: The FIS shall be copied and distributed as a page of the IR, which shall be processed and forwarded to CCD.

IV. FIELD NOTEBOOK DIVIDER - WORTHLESS DOCUMENT INVESTIGATION, FORM 18.36.01 - RENAMED AND REVISED.
The Field Notebook Divider - *Worthless Document Investigation*, Form 18.36.01, is renamed to *Forgery/Identity Theft Investigation*, and has been revised to reflect the new reporting procedure for forgery and identity theft crimes.

FORMS AVAILABILITY: The Forgery/Identity Theft Supplemental, Form 03.07.00, will be available on the Department Local Area Network. A copy of the FIS is attached for duplication and immediate use.

The revised and renamed Field Notebook Divider, *Forgery/Identity Theft Investigation*, Form 18.36.01, will be available from the Department of General Services, Distribution Center, in approximately 60 days. A copy is attached for immediate reference.

AMENDMENTS: This Order amends Department Manual Sections, 4/220.52, 4/248.10, 4/248.15, 4/525.28, 5/040.56, 5/040.70, 5/3.01.0, deletes Manual Sections, 5/3.6.0 and 5/3.06.2, and adds Manual Section 5/3.07.00.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

Attachments

DISTRIBUTION "D"